CITY OF LODI
COUNCIL COMMUNICATION

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AGENDA TITLE: Adopt Resolution Approving Specifications, Authorizing Advertising for Bids for Sign-Making Software and Related Equipment and Materials, and Authorizing the City Manager to Accept or Reject Bids and Award Contracts *up to $30,000*

MEETING DATE: August 17, 2005

PREPARED BY: Public Works Director

RECOMMENDED ACTION: That the City Council adopt a resolution approving specifications, authorizing advertising for bids for sign-making software and related equipment and materials and authorizing the City Manager to accept or reject bids and award contracts up to $30,000.

BACKGROUND INFORMATION: The Transit Division needs to replace bus stop and related signage. The City's current sign machine was acquired used over twenty years ago and uses heat-activated material that is being phased out of production. In the past, Transit has relied on this sign-making machine or purchased signs on the open market. Transit's budget includes funds for the purchase of sign-making software and equipment, a computer, and sheeting to make signs using new, better quality, readily available materials. This material costs less than the former material and is more cost effective due to its improved quality.
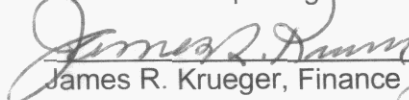
The procurement process will involve advertising for bids on the sign software and associated equipment, purchasing a computer per Resolution 2005-108, purchasing all material on an informal bid basis for storage reasons and material shelf life, and purchasing additional racks for material storage.
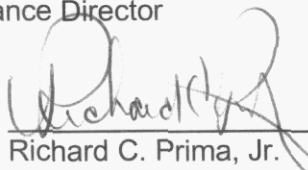
FISCAL IMPACT: Reduced costs in the future for new and replacement signs and decals.

FUNDING AVAILABLE: The funding of this project will be from Transportation Development Act and Federal Transportation Administration grants.

> Project Estimate: $30,000 (TDA and FTA grants)
> Planned Bid Opening Date: September 21, 2005

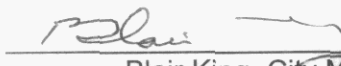James R. Krueger, Finance Director

Richard C. Prima, Jr.
Public Works Director

Prepared by Curt Juran, Assistant Street Superintendent
GMB/CJ/dsg
cc: George M. Bradley, Street Superintendent   Curt Juran, Assistant Street Superintendent
    Mike Watson, Street Supervisor   Tiffani Fink, Transportation Manager
    Joel Harris, Purchasing Agent

APPROVED: _____
Blair King, City Manager

RESOLUTION NO. 2005-159

A RESOLUTION OF THE LODI CITY COUNCIL APPROVING
SPECIFICATIONS, AUTHORIZING ADVERTISEMENT FOR BIDS FOR SIGN-
MAKING SOFTWARE AND RELATED EQUIPMENT AND MATERIALS, AND
FURTHER AUTHORIZING THE CITY MANAGER TO AWARD OR REJECT
THE CONTRACT UP TO $30,000

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WHEREAS, the Transit Division needs to replace bus stop and related signage; and

WHEREAS, the City's current signage machine was purchased used twenty plus years ago and requires heat-activated material that is in the process of being phased out of production; and

WHEREAS, the Transit budget includes funds for the purchase of sign-making software and equipment, a computer and sheeting to make signs using new, better quality readily available materials; and

WHEREAS, staff recommends approval of the specifications and advertisement for bids for sign-making software and related equipment and materials, and further recommends authorizing the City Manager to award or reject the contract up to an amount not exceeding $30,000.

NOW, THEREFORE, BE IT RESOLVED that the Lodi City Council does hereby approve the specifications and advertisement for bids for sign-making software and related equipment and materials for the City of Lodi; and

BE IT FURTHER RESOLVED that purchasing of materials only will be on an informal bid basis as defined in the Lodi Municipal Code; and

BE IT FURTHER RESOLVED that the Lodi City Council hereby authorizes the City Manager to award or reject the contract in an amount not to exceed $30,000.

Dated: August 17, 2005

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I hereby certify that Resolution No. 2005-159 was passed and adopted by the City Council of the City of Lodi in a regular meeting held August 17, 2005, by the following vote:

AYES: COUNCIL MEMBERS – Hansen, Hitchcock, Johnson, Mounce, and
                        Mayor Beckman

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None

SUSAN J. BLACKSTON
City Clerk

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